

YN

The Jumpstart on an Elite Career

High tech, complex cutting edge systems and computers.



Yeoman - Submarines
YN(SS)

Executive Office Management, Legal Secretary, Personnel Clerk

Yeoman (Submarines)(YN) receive extensive training in administrative support to officers and enlisted personnel. Responsible for information related to Navy occupations, general education, requirements for promotion, and rights and benefits, Yeoman (Submarines) keep the ship's daily schedule running by receiving visitors, answering the telephone, sorting mail, organizing files and operating modern office equipment. Yeoman also order and distribute supplies.

Obligation

Active duty obligation is four years. Applicants will enlist for four years.

Advancement

Enlistees enlist as E-1s (seaman recruits). Completion of all advancement-in-rate requirements (including minimum time-in-rate) must be completed prior to advancement to E-2, E-3 and E-4. Top graduates of initial "pipeline" training may elect accelerated advancement to E-4 if they execute an agreement to extend their enlistment one additional year. Advancement in this rate to E-4 (Petty Officer Third Class) is excellent.

Elite Program

This rating is open to men who volunteer for submarine duty. Submarine pay is paid monthly upon the start of Basic Enlisted Submarine School, currently \$75.00 to \$355.00 (see Submarine Pay chart). All submarine ratings are members of an **elite** community consisting of highly professional, well-trained personnel.

Career Opportunities

This rating has outstanding office management skills training and development directly transferable to the civilian job sector, either at the end of obligated service or a full 20 to 30 year career. New and exciting career opportunities await the select group of people who possess knowledge and experience gained through Navy training. Of course, the longer you stay, the more training, experience, skills, and benefits you will receive. These skills and training are in demand in both the civilian and military career fields.

Some of What They Do:

The submarine YN focuses on Executive Administration. As a YN(SS) you also play a vital role in personnel support. Some typical duties include:

- Preparing and typing correspondence and reports
- Organizing and maintaining files
- Receiving office visitors and handling telephone communications



- Operating computers, word processing, duplicating, audio-recording and other office machines
- Performing administrative functions for legal proceedings
- Serving as office managers
- Performing other various clerical and administrative duties
- Interviewing personnel
- Writing official letters and correspondence
- Maintaining enlisted/officer service records

Credit Recommendations

The American Council on Education recommends the following semester hour credits be awarded in the vocational certificate or lower-division bachelor's/associate degree categories for courses taken in this rating on typewriting, records management, general clerical procedures and office machines: YN (SS) Seaman, 21 hours; YN(SS) Third Class, 32 hours.

Qualifications and Interests

Ability to keep accurate records, do detailed work and repetitive tasks is important. Resourcefulness, curiosity, a good memory and typing skills are also useful. A typing test is required sometime during training. Candidates should also be people-oriented and enjoy working as part of a team assisting others and be able to communicate ideas and information clearly in speaking and writing. YN(SS)s must be U.S. citizens and eligible for a security clearance.

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Career Path After Recruit Training

Enlistee is taught the fundamentals of this rating through formal Navy schooling and on-the-job training. Advanced training is available in this rating during later stages of career development.

School	Present Location	Approximate Training Time	Subjects	Training Methods
Class "A" Technical School	Meridian, MS	7 weeks	Basic skills required for rating	Group instruction and practical application
Basic Enlisted Submarine School	Groton, CT	4 weeks	Indoctrination in basic submarine systems	Group instruction

After Basic Enlisted Submarine School, YN(SS)s are assigned to serve on all types of submarines and to shore facilities in the United States and overseas. During a 20 year period in the Navy, YN(SS)s spend about 50 percent of their time assigned to fleet units and 50 percent to shore stations.

All personnel now receive sea pay at sea (E-1 to E-9).

Working Environment

Submarine Yeomen are assigned to either a Fast Attack or Ballistic Missile submarine for their initial sea tour. They are usually assigned duties in an office environment. People in this rating may work alone with little supervision, or work closely with others under close supervision depending on the assignment. They do mostly administrative work.

Opportunities

The Navy is always in need of qualified men in the Yeoman rating. About 650 people work in this rating. Placement opportunities are excellent for qualified applicants.

Related Civilian Jobs

Manager, Office
Legal Secretary
Shorthand Reporter
Stenographer
Clerk-Typist
Personnel Clerk



Since Navy programs and courses are revised at times, the information contained on this rating card is subject to change.

Note: All applicants must read and understand the Submarine Volunteer Statement of Understanding.

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